

Commonwealth of Massachusetts
Town of Egremont
Finance Committee

Date: 22 August 2013

Subject: Request for Bid

Engagement: Operational Audit of the Town of Egremont Water Enterprise Fund

Procurement Manager: Ms. Mary Brazie, Administrator, Town of Egremont

Project Manager: Town of Egremont Finance Committee

Project Contacts: Mr. Thomas Berkel, Finance Committee Member
Mr. Mike Bandzierz, Finance Committee Member

The Finance Committee of the Town of Egremont, in the Commonwealth of Massachusetts invites bids for the aforementioned engagement.

Bids should reflect a full and complete cost estimate for the services to be provided. The provider will be expected to complete the scope of work as described in the "Audit of Egremont Water Enterprise Fund Scope of Work" dated August 2013, incorporated herein by reference, and available for examination on the Town of Egremont web site under "Meeting, Notices & Announcements." Such bids may be submitted in written form.

Date and Receipt of Bids:

Bids (in oral or written form) are requested not later than 12:00 PM o'clock on Wednesday 4 September 2013 to the Office of the Town Administrator, Ms. Mary Brazie at Egremont Town Hall, either:

By Mail: PO Box 368
S. Egremont, MA 10258

By Telephone: 413-528-0182

By email: tegremont@egremont-ma.gov

Selection of Engagement Firm:

The bids are anticipated to be available for Wednesday 4 September 2013, at which time, at a scheduled meeting of the Egremont Finance Committee, the engagement firm will be selected for recommendation by the Finance Committee. Formal award of the engagement will be subject to approval of the Board of Selectmen meeting, scheduled for 9 September 2013.

Budgeted Limit of Engagement

The Finance Committee has been directed to spend not more than \$24,999 for the engagement and shall not exceed that figure. It is expected that the entire engagement as described in the supporting Scope of Work document will be completed within this budget, and the winning bid will be selected based on the highest total value of services provided to the Town of Egremont.

Reserve of Right

The Town of Egremont reserves the right under Chapter 30B of Title III, Part I of the General Laws, to reject any or all bids submitted for this engagement.

Closing

Your participation in this procurement procedure is appreciated.